

Office Memorandum • UNITED STATES GOVERNMENT

TO : Deputy Director of Training (General)
FROM : Chief, Orientation and Briefing Division
SUBJECT: Report for Week 29 January-4 February 1953

DATE: 5 February 1953

25 YEAR RE-REVIEW

I. INDOCTRINATION

- 1) On Monday, 2 February, 72 new persons attended the Indoctrination Program.
- 2) We used for the first time the new display board. This worked out very satisfactorily and is a great improvement over our previous magnetic-type visual aid.
- 3) [redacted] (Chief, Management Training Division, OTR), has expressed a wish to attend the Indoctrination Program. We have scheduled him for attendance on Monday, 16 February.

II. ORIENTATION

- 1) As always seems inevitable, we have had the usual unanticipated "flaps" throughout the last few days; but as of the moment, the program is being rerun in part so that the printed material will accurately reflect the total Course. Hence, when we go to the Department of Agriculture next Monday afternoon for our "dry run," we will again have the assurance of preparing for each day's program with certainty.
- 2) Many of the visual aids are being altered and modified, and a few new ones are being prepared.
- 3) The Director of Training has already been informed of the request from the new DCI that he (Mr. Dulles) desires to introduce the Vice President of the United States personally.
- 4) Through the efforts of the Director of Training, we are very glad to report that Mr. William H. Jackson, former Deputy Director of Central Intelligence, will appear on our Orientation Program as the last and climatic speaker on Friday, 13 February.

JOB NO. [redacted] BOX NO. [redacted] FLD NO. [redacted] DOC. NO. 46 NO CHANGE
IN CLASS/DECLASS/CLASS CHANGED TO [redacted] RET. JUST. 22
NEXT REV DATE 89 REV DATE 15 Nov 74 REV DATE [redacted] TYPE DOC. 02
NO. PGS 2 CREATION DATE [redacted] ORG CODE [redacted] ORG CLASS C
REV CLASS C REV COORD. [redacted] AUTH. [redacted]

CONFIDENTIAL

~~CONFIDENTIAL~~

III. PRESENTATIONS

25X1 1) This Division gave much assistance to 25X1
[redacted] Chief, General Services, in developing his ma-
25X1 terial and preparing his visual aids for the presentation
made last Wednesday, 4 February, on his functions. The
reactions to [redacted] efforts have been quite praise-
worthy.

25X1 2) The official notification for the signature of the
Director of Training has already been prepared regarding
the next two Presentations Programs: first, by Mr. Edward
Saunders on the mission and scope of the Comptroller's
responsibilities, and, secondly, the very interesting sub-
ject to be covered by [redacted] Acting Chief,
Assessment and Evaluation Division, OTR(S).

IV. SPECIAL

1) Arrangements have been completed for a VIP presenta-
tion to be given to six consultants on the afternoon of
10 February.

2) A VIP presentation will be conducted on the afternoon
of 11 February for Brigadier General John M. Willems, who
is Deputy, G-2.

25X1 3) In keeping with the wishes of the Director of Training
to avoid to the greatest possible degree duplications in
any Training programs, the Chief, Orientation and Briefing
Division, examined the material of [redacted] as given at
the JTR Course. As presented, the substance duplicated in
25X1 large percentage what the same individuals had previously
received in the Indoctrination Program. Both [redacted] 25X1
[redacted] were pleased to receive our evaluation
and also our recommendation of a subject which is not now
in the JTR Course and which could make a marked contribu-
tion by being incorporated, viz., "The Problems of Adminis-
tering a Central Intelligence Agency."

SM/lgb

P.S. MUCH OF WHAT'S BEEN SAID IN THIS REPORT REGARDING PREPARA-
TIONS FOR THE NINTH AGENCY ORIENTATION COURSE HAS BEEN "SHOT TO
H---" IN THE LAST FIVE MINUTES. WE'RE STILL CONFIDENT THAT A
CREDITABLE PROGRAM WILL BE CONDUCTED

~~CONFIDENTIAL~~